



BOOK  
ALERT

an *annotated* listing of recently published,  
work related reading for City of Tempe employees ...

\* If you have requests, comments or suggestions, I can be reached at ext. 5511 or by email at Curt\_Peterson@tempe.gov

BASIC EMPLOYEE SKILLS

- 153.35  
G314D      Gelb, Michael J.  
              **Discover Your Genius: How to Think like History's Ten Most  
Revolutionary Minds.** HarperCollins Pub., 2002. *And just think - it doesn't even  
require any past life regression.*
- 158.1  
N834P      Norem, Julie  
              **The Positive Power of Negative Thinking: Using Defensive Pessimism  
to Harness Anxiety and Perform at Your Peak.** Basic Books, 2001. *C'mon -  
what's the worst that can happen if you check this out and give it a read - Hmmm  
you're right - that is pretty bad!*
- 158.1  
P157H      Palestrant, Ellen  
              **Have You Ever Had a Hunch? Getting Your Inner Critics out of the Way.**  
Via Press, 1994. *I think I have - but that's only a feeling. (No - you didn't - you've  
never had one) Huh! - what was that? (No way - forget about it! What a dumb idea)  
I beg your pardon but who asked you?*

COMMUNICATION

- 808.51  
C296S      Carpenter, Liz  
              **Start with a Laugh: An Insider's Guide to Roasts, Toasts, Eulogies, and  
Other Speeches.** Eakin Press, 2000. *Actually, it's recommended that you start with a  
joke or amusing comment or anecdote. But, failing that, you could just stand there  
laughing; as long as no one in the audience has a white coat or straightjacket you  
would probably be safe.*
- 658.452  
S634N      Slott, Phil  
              **Never Let 'Em See You Sweat: A Tranquilizer for Presentors.** Ad-Land  
Press, 2000. *There are some exceptions when you don't need to worry about this;  
for example, if you are giving a presentation in a walk-in meat locker, etc.*
- 808.51  
S634T      Slutsky, Jeff and Michael Aun  
              **The Toastmasters International Guide to Successful Speaking: Overcoming  
Your Fears, Winning over Your Audience, Building Your Business and Career.**  
Dearborn Fin. Pub. Inc., 1997. *The most important result of reading this however, may  
be in the remarkable reduction you notice in the overall level of total audience snoring.*

## MANAGEMENT

- 658.4092  
B132LE      Badaracco, Joseph L. Jr.  
              **Leading Quietly: An Unorthodox Guide to Doing the Right Thing.** Harvard Business School Press, 2002. *For people who want to lead through quiet and responsible behind the scenes action. This will help you to do most things in your leadership role without making a big splash - unless, of course, what you need to do is a platform dive.*
- 650.13  
C697D      Culbert, Samuel A and John B. Ullman  
              **Don't Kill the Bosses! Escaping the Hierarch Trap.** Berrett\_Koehler Pub. Inc., 2001. *I think it's okay though to throw darts at the organizational chart if you want.*
- 320.60727  
G977A      Gupta, Dipak K.  
              **Analyzing Public Policy: Concepts, Tools, and Techniques.** C Q Press, 2001. *Until I looked at this book, I was kind of skeptical of those tea leaf trend projections. But now - Hey ....*
- 658.3124  
L313H      Lapidus, Todd  
              **High Impact Training: Getting Results and Respect.** Jossey-Bass Pfeiffer, 2000. *The first consideration, of course, in high impact training is to find a well cushioned classroom.*
- 248.4  
W8118      Manz, Charles C. and Karen P. Manz  
              **The Wisdom of Solomon at Work: Ancient Virtues for Living and Leading Today.** Berrett-Koehler Pub. Inc., 2001. *Hmmm - let's see if this really works. Now you said to do this and you say to do that. Would you both come over here please. Yes - stand right there - together. Good - now bring me my sword ....*
- 158.72  
M397T      Maslach, Christina and Michael P. Leiter  
              **The Truth About Burnout: How Organizations Cause Personal Stress and What to Do About It.** Jossey-Bass Pub., 1997. *If after reading this you are still drained, exhausted, cynical, or ineffective - you may just be low on propellant.*
- 658  
M134A      McCormick, Blaine  
              **At Work with Thomas Edison: 10 Business Lessons from America's Greatest Innovator.** Entrepreneur Pr., 2001. *If this doesn't help you improve your management skills, it may help you invent better excuses.*
- 658.403  
R969W      Russo, J. Edward and Paul Schoemaker  
              **Winning Decisions: Getting It Right the First Time.** Doubleday, 2002. *Unfortunately, you can no longer learn from your own mistakes. Oh well - I guess that's what everyone else is around for.*

## WORK ENVIRONMENT

- 133.5865  
A145W      Abergel, Matthew  
              **Work Your Stars! Using Astrology to Navigate Your Career Path, Shine on the Job, and Guide Your Business Decisions.** Fireside Books, 1999. *Let's see - if that promotion is in the seventh house and Jupiter aligns with Mars ...*
- 158.1  
M169B      McNally, David and Karl D. Speak  
              **Be Your Own Brand: A Breakthrough Formula for Standing out from the Crowd.** Berrett-Koehler Pub. Inc., 2002. *The combination of monograms and tattoos should be awesome.*
- 174.4  
P898E      Pratley, Peter  
              **The Essence of Business Ethics.** Prentice Hall, 1995. *Use enough so the way you do business doesn't stink.*
- 650.13  
R648I      Roberts, Wess  
              **It Takes More than a Carrot and a Stick: Practical Ways for Getting Along with People You Can't Avoid at Work.** Andrews McMeel Pub., 2001. *I don't know - if you're creative you can get pretty darn far with a carrot and a stick, especially with someone you don't get along with.*
- 158.1  
S876A      Stoltz, Paul G.  
              **Adversity Quotient @ Work: Make Everyday Challenges the Key to Your Success.** HarperCollins, 2000. *You know - the only thing that really caught me off guard were those employee lounge snake pits.*
- 158.72  
Z43O      Zeer, Darwin  
              **Office Spa: Stress Relief for the Working Week.** Chronicle Books, 2002. *Offers fifty simple stress relieving things you can do right at your desk. I'm going to try the one where you cover yourself with strips of two sided tape, roll around on your desk top, and end up in a full body paperwork wrap.*